



## STATE OF NEW JERSEY

## FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

**Examination Appeal** 

In the Matter of Tarsheima Fields-Boyd, Department of Law and Public Safety

CSC Docket No. 2017-2677

ISSUED: MAY 0 3 2017

(RE)

The Division of Agency Services (DAS) requests that Tarsheima Fields-Boyd's out-of-title work experience in the title Clerk Transcriber be accepted to qualify her for a prospective promotional examination for Agency Services Representative 2.

By way of background, DAS conducted a classification review of Ms. Fields-Boyd's position and determined that it would be properly classified by the competitive title Agency Services Representative 2, effective February 20, 2016. Thereafter, Ms. Fields-Boyd's credentials were reviewed to determine if she satisfied the requirements for the position of Agency Services Representative 2. In this regard, it is noted that the requirements for Agency Services Representative 2 are two years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting. In its determination, dated September 15, 2016, DAS found that Ms. Fields-Boyd possessed eight months of experience. Thereafter, she was found to be lacking one year, four months of applicable experience. However, DAS also found that she possessed 13 years, six months of out-of-title work experience while serving in the title Clerk Transcriber, which it could not credit.

In its petition to the Civil Service Commission, DAS requests that Ms. Fields-Boyd's out-of-title work be accepted. It states that she was reassigned duties due to attrition and the current hiring freeze. There are no current complete open competitive, regular reemployment or special reemployment lists, and no current promotional lists for the employee's unit scope. DAS also notes that her

appointment from Clerk Transcriber to Agency Services Representative 2 represents a promotion from a non-competitive title to a related above entry-level competitive title.

*N.J.A.C.* 4A:4-2.6(c) provides that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception. *N.J.A.C.* 4A:4-1.1(c)2 states, in an appropriate situation, a promotion from the non-competitive division may be authorized to a related above entry-level title in the competitive division.

## CONCLUSION

In the present matter, a review of Ms. Fields-Boyd's credentials in comparison to the requirements for Agency Services Representative 2 indicated that she lacked one year, four months of in-title experience. However, the record confirms that she possessed over 13 years of out-of-title experience in her Clerk Transcriber position. With the acceptance of verified out-of-title experience in this case, she satisfies the eligibility requirements. Additionally, DAS has determined that Ms. Field-Boyd's position would be appropriately classified as Agency Services Representative 2, effective February 20, 2016. Under these circumstances, good cause is presented to accept Ms. Fields-Boyd's out-of-title work in order to qualify her for any upcoming promotional examination for Agency Services Representative 2 and to authorize her provisional appointment to this related above entry-level competitive title.

## **ORDER**

Therefore, it is ordered that this request be granted and Ms. Fields-Boyd's applicable out-of-title experience be accepted for a prospective promotional examination for the subject title. Ms. Fields-Boyd is to provide a copy of this decision with any future promotional application that she submits upon examination announcement for Agency Services Representative 2. In addition, DAS should also accept applicable and documented out-of-title work experience from other promotional examination applicants. Additionally, Agency Services should issue a promotional announcement for Agency Services Representative 2 in Ms. Fields-Boyd's unit scope go open to the non-competitive title of Clerk Transcriber as well as any other title scope it deems appropriate.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE CIVIL SERVICE COMMISSION ON THE 3<sup>rd</sup> DAY OF MAY, 2017

Robert M. Czech

Chairperson

Civil Service Commission

Inquiries

and

Correspondence

Director

Division of Appeals and Regulatory Affairs

Civil Service Commission

Written Record Appeals Unit

P.O. Box 312

Trenton, New Jersey 08625-0312

c: Tarsheima Fields-Boyd Mirella Bednar Kelly Glenn Records Center